

EDITED TASK LISTING

CLASSIFICATION: ACCOUNTING OFFICER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Assist in the preparation of financial statements for the department to report the fiscal activities of the accounting period to the Department of Finance (DOF) utilizing various resources (e.g., Systems Applications Programs [SAP] reports, policies and procedures, and spreadsheets) in accordance with State Administrative Manual (SAM) and Generally Accepted Accounting Principles (GAAP) on a flow basis.
2.	Perform Revolving Fund reconciliation for California Department of Corrections Rehabilitation (CDCR) to monitor balance maintained at State Controller's Office (SCO) utilizing SAP reports, SCO records, spreadsheets, and source documents in accordance with SAM.
3.	Perform monthly Fixed Assets (e.g., land, buildings, major equipment, etc.) reconciliation for CDCR (institutions and divisions) to ensure the account records are in agreement with SAP reports, property control system listings, Department of General Services (DGS) Real Property balances, utilizing spreadsheets, in accordance with SAM, GAAP, and Financial Information Memorandum (FIM).
4.	Reconcile and maintain the General Ledger Accounts to ensure accuracy and compliance with SAM utilizing SCO/SAP reports, and spreadsheets on a monthly basis.
5.	Review peers' work (clerical, account clerks/technicians, Accountant I, etc.) to verify accuracy/quality of duties performed utilizing source documents (Purchase Orders [PO], Contracts, Invoices, Goods Receipts (GR), etc.) as needed.
6.	Assist peers in researching/resolving erroneous postings by utilizing SAP/SCO reports, and SAM to ensure validity, as needed.
7.	Perform audits (e.g., claim schedules, cash funds , and use of office revolving funds) for CDCR to ensure compliance with SAM, utilizing audit checklist, rules, regulations and desk procedures, as required.
8.	Prepare cash remittance(s) to State Treasurer in a timely manner to accurately report cash receipts by type, fiscal period and appropriation utilizing SAP reports , remittance advice transmittal form in accordance with SAM.
9.	Prepare Accounts Receivables (AR) invoices to bill for services provided by the department (e .g. governmental agencies and private vendors) utilizing various resources (e.g., contracts, policies and procedures, and source documents) in accordance with SAM.
10.	Review AR Aging report for the department's pending invoices and Salary Advances utilizing SAP reports and source documents in accordance with SAM, Memorandum of Understanding (MOU), and GAAP on a monthly basis.
11.	Prepare sales/use/fuel taxes for the department to report information to the Board of Equalization (BOE) utilizing various resources (e.g., source documents, tax returns, SAP reports, manuals, spreadsheets, etc.), in accordance with SAM and BOE guidelines on a quarterly basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Prepare and/or review Discharge of Accountability for the department to request removal of an uncollectible debt through DOF utilizing SAP reports, collection letters and/or collection processes in accordance with SAM and DOF guidelines as needed.
13.	Prepare and/or review Claims for Reimbursement for the department to SCO to replenish Revolving fund utilizing SAP reports in accordance with SAM and DOF guidelines on an on-going basis.
14.	Prepare Late Payment Penalties to SCO for issuance of warrants to vendors utilizing SAP in accordance with Prompt Payment Act as needed basis.
15.	Prepare monthly Statistical Report to provide detailed work activity information and discounts lost/earned to department headquarters utilizing SAP reports and spreadsheets in accordance with Financial Information Memo (FIM), as required.
16.	Prepare monthly Aged Accounts Receivable reports to provide information of total outstanding amount(s) owed to the state utilizing SAP reports in accordance with FIM.
17.	Record the allocation by appropriation symbol, fund and budgetary sequence to tie allotments/budget plan to the allocation order utilizing SAP reports in accordance with SAM and the department's Office of Budget Management (OBM) as needed.
18.	Perform monthly SAP table maintenance to establish, record, verify, and maintain data on transactions posted utilizing the Uniform Codes Manual (UCM), the department's budget plan, in accordance with DOF and the department's OBM.
19.	Assist Senior Accounting Officer (Specialist) and/or Accounting Officer (Supervisor) in correcting errors to appropriately and accurately post accounting transactions utilizing, SAM and SAP in accordance with UCM on a daily basis.
20.	Review and verify availability of funds for the department expenditures utilizing the Purchase Orders/contracts, UCM, SAP reports, and FIM in accordance with DGS guidelines and SAM on a daily basis.
21.	Review SAP reports for posting errors to ensure accuracy of expenditures (e.g., cost center, general ledger account, Fund and functional area) utilizing SAP reports, and budget letters, in accordance with UCM and SAM on a daily basis.
22.	Communicate in a professional and effective manner with others (e.g., management, vendors, control agencies, institution/program staff, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations, daily.
23.	Prepare memos for management's signature to address various accounting issues (ergonomic evaluations, work schedules, etc.) utilizing personal computers, spreadsheets, and databases, as needed and/or upon requests.
24.	Deliver effective oral presentations to management, customers, and technical staff to provide information utilizing Power Point, Excel, Microsoft Word, and projector as appropriate.

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25.	Provide on-the-job training for peers to increase and broaden their knowledge, experience, and skills utilizing opportunity to attend in-service/out-service training, pursuant to the Department's policy and procedures as needed.
26.	Handle stressful situations in the work place, in a professional and tactful manner to avoid further escalation utilizing effective personal/interpersonal skills, as needed.
27.	Review expenditures against CDCR's allotments to ensure the availability of funds exists for the programs, utilizing SAP and budget report on an on-going basis.
28.	Conduct monthly meetings with departmental programs and outside entities to assist with streamlining accounting policy and procedures to ensure timely collection of ARs and Salary Advances, utilizing Power Point presentation, conference calls, etc.
29.	Participate in the Health and Safety policy to ensure CDCR is in compliance with state regulation, utilizing Health and Safety codes on as needed basis.
30.	Support the department's Equal Employment Opportunity (EEO) Program objectives to promote a fair and unbiased work environment using EEO handbook on an on-going basis.
31.	Perform monthly SCO reconciliations to the General Ledger Accounts (i.e., compare account balances and entries, identify and correct reconciling items in a timely manner) for CDCR to ensure the account records are in agreement with SCO utilizing SCO Agency Reconciliation report (tab run), journal entries, ten-key calculator, SAP reports, and spreadsheets in accordance with SAM.
32.	Perform monthly bank statement reconciliation (i.e., compare entries and account balances, identify and correct reconciling items in a timely manner) for CDCR to ensure the account records are in agreement with the State Treasurer utilizing bank statements, cancelled checks, deposits, SAP in accordance with SAM.
33.	Perform Cash reconciliation for CDCR to evaluate and monitor cash flows utilizing SAP reports, SCO records, and spreadsheets in accordance with SAM on a monthly basis.